

ZONING AMENDMENT CHECKLIST

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete. Any submittal may require additional items.

- 1. Completed Application Form signed by Property Owner**
- 2. Application fee – refer to checkboxes on application form.** *An additional fee is required if proposing a zone amendment to Planned Development (PD)*
- 3. Letter of Intent – Detailing Proposal**
- 4. Current Title Commitment – 1 copy**
- 5. Zone map – 1 copy (18" x 24")**
- 6. Additional reports/plans as deemed necessary**

NOTE: A Conceptual Site Plan application is required concurrently with a Zoning application.

NOTE: All PD zoning requires additional submittal information as defined in Section 18-120 of the Thornton City Code, including a Conceptual Site Plan and PD Standards.

ZONE MAP TO INCLUDE:

- Vicinity map (scale: 1" = 600')
- Subdivision name
- North arrow
- Bar scale
- Legal Description of the zoning boundary. (If the property being rezoned is adjacent to a public street or alley, the zoning boundary shall extend to the centerline of the adjacent street or alley.)
- Proposed zoning of subject property
- The boundaries included on this map should extend 300 feet beyond the subject property's boundaries, and should include:
 - Existing zoning
 - Adjacent streets
 - Adjacent existing buildings

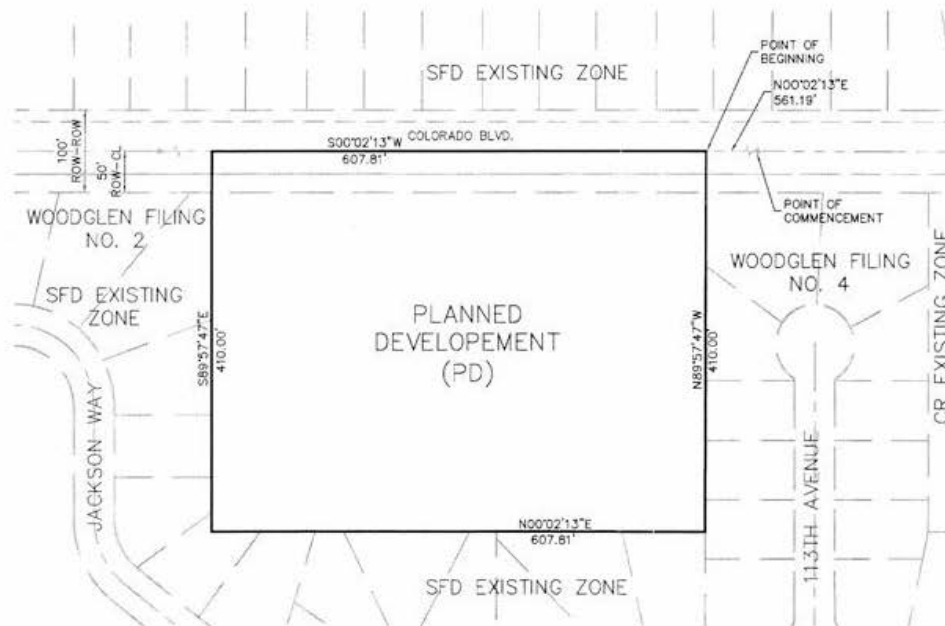
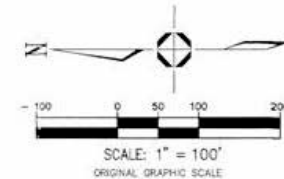
***This is a general list of requirements. Some projects may require more or less information. The attached examples may not include each element of the list. However, each element should be reviewed for inclusion on a submittal.**



COLORADO BOULEVARD MINI STORAGE

PART OF THE SOUTHEAST ONE-QUARTER OF SECTION 1, T. 2S., R. 68 W. OF THE 6TH P.M.
CITY OF THORNTON, COUNTY OF ADAMS, STATE OF COLORADO.

SHEET 1 OF 1
ZONING MAP



LEGAL DESCRIPTION

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 2 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN, COUNTY OF ADAMS, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SOUTHEAST QUARTER OF SECTION 1 AND CONSIDERING THE EAST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 1 TO BEAR NORTH 00°02'13" EAST WITH ALL BEARINGS CONTAINED HEREIN BEING RELATIVE THERETO;

THENCE NORTH 00°02'13" EAST ALONG SAID EAST LINE A DISTANCE OF 561.19 FEET TO THE POINT OF BEGINNING;

THENCE NORTH 89°57'47" WEST A DISTANCE OF 50.00 FEET TO THE NORTHEAST CORNER OF LOT 18, BLOCK 2 OF WOODGLEN FILING NO. 4, RECORDED IN FILE 13 AT MAP 97 OF THE ADAMS COUNTY RECORDS;

THENCE NORTH 89°57'47" WEST ALONG THE NORTHERLY LINE OF LOTS 18 THROUGH 22, BLOCK 2 OF SAID WOODGLEN FILING NO. 4, A DISTANCE OF 410.00 FEET TO THE SOUTHEAST CORNER OF LOT 24, BLOCK 2 OF SAID WOODGLEN FILING NO. 4;

THENCE NORTH 00°02'13" EAST ALONG THE EASTERLY LINE OF LOTS 24 AND 25, BLOCK 2 OF SAID WOODGLEN FILING NO. 4, AND LOTS 8 THROUGH 13, BLOCK 9 OF WOODGLEN FILING NO. 2 RECORDED IN FILE 13 AT MAP 40 OF THE ADAMS COUNTY RECORDS, A DISTANCE OF 607.81 FEET TO A POINT ON THE SOUTHERLY LINE OF LOT 13, BLOCK 9 OF SAID WOODGLEN FILING NO. 2;

THENCE SOUTH 89°57'47" EAST ALONG THE SOUTHERLY LINE OF LOTS 13 THROUGH 17, BLOCK 9 OF SAID WOODGLEN FILING NO. 2, A DISTANCE OF 410.00 FEET TO THE SOUTHEAST CORNER OF LOT 17, BLOCK 9 OF SAID WOODGLEN FILING NO. 2, SAID POINT ALSO BEING ON THE WESTERLY RIGHT OF WAY LINE OF COLORADO BOULEVARD;

THENCE SOUTH 89°57'47" EAST A DISTANCE OF 50.00 FEET TO SAID EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 1;

THENCE SOUTH 00°02'13" WEST ALONG SAID EAST LINE, A DISTANCE OF 607.81 FEET TO THE POINT OF BEGINNING;

SAID PARCEL CONTAINS AN AREA OF 279,593 SQUARE FEET OR 6.42 ACRES, MORE OR LESS.

APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:

Zoning (Z)

- ☐ Rezoning/Zoning Amendments \$695
- ☐ Planned Development Zoning \$695, plus \$15/acre
(round up to the next whole acre)
- ☐ PD Zoning Amendment (Administrative) \$695

Appeal

- ☐ Staff/DPAB Decision \$90

Variance (V)

- ☐ Variance Request \$115

Conceptual Site Plan (CSP)

- ☐ Conceptual Site Plan \$695

Comprehensive Plan Amendment (SPCD)

- ☐ Comp Plan Amendment \$350

Development Permit (DP)

- ☐ Development Permit \$580
- ☐ Specific Use Permit (D.P. Required) \$115
- ☐ DP Amendment (DPAB**) \$290
- ☐ DP (Amendment (Administrative) \$250

Subdivision Plat (SUB)

- ☐ Subdivision Plat \$230, plus \$15/acre
(round up to the next whole acre)
- ☐ Subdivision Plat Amendment (SUBA) \$250

Engineering

- ☐ Construction Drawings (CDs) (No Fee)
- ☐ Floodplain Development Permit \$600
(Additional Application Required [here](#))
- ☐ Pond Certificates (No Fee)
- ☐ Grading and Erosion Control (No Fee)

Other

- ☐ Minor Development Permit (MDP) \$100
- ☐ Limited Use Permit
- ☐ Temporary Use Permit (TUP) \$90
- ☐ Vacation of Right-of-Way \$250
- ☐ Oil and Gas Permit \$695, plus \$15/acre

ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS

Application Date: _____

Project Description/Reason for Application: _____

Property Address (provide Cross Streets if unknown): _____

Adams County Parcel #(s): _____

Gross Area (Acres): _____ **(Square Feet):** _____ **Current Zoning:** _____ **Proposed Zoning:** _____

Existing Land Use(s) & Structures: _____

Proposed Land Use(s) & Structures: _____

Do prairie dogs currently exist on the property? Yes: ☐ No: ☐

Applicant: _____ **Telephone:** _____

Address of Applicant: _____ **Email:** _____

***Applicant Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

***Land Owner Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

Land Owner Signature: _____ **Print Name:** _____

NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).

***Signatures from the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.**

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@thorntonco.gov
 - 1) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 2) You will be contacted by city staff once the documents have been received, accepted as complete and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
 - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
 - 2) Use the link [here](#) or copy/type the URL Below into your browser:
<https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>
 - 2) Email developmentsubmittals@thorntonco.gov when you have completed your upload indicating your application has been submitted.
 - 3) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 4) You will be contacted by city staff once the documents have been received and to confirm payment.

Notice to All Applicants

- A check-in meeting with staff is required as part of every application submittal.
- If paying with a credit card, please submit the application materials by 4:00 p.m. so we can process the card the day of the submittal.
- Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.

City of Thornton

City Development
9500 Civic Center Dr.
Thornton, CO 80229

303-538-7295